

<b>Eligibility Overview</b> (E140)	Mailings of 500 or more addressed pieces, 100% ZIP+4 barcoded or delivery point barcoded (C840), sorted and marked as described below. All pieces must fit within standards for flat-size barcoded mail (C820).	
<b>Rates and Fees</b> (R100)	3/5 Flats	
	First ounce or fraction:	
	(For pieces weighing not more than 2 ounces)	\$0.270
	(For pieces weighing more than 2 ounces)	0.224
	Each additional ounce or fraction	0.230
	Basic Flats	
	First ounce or fraction:	
	(For pieces weighing not more than 2 ounces)	\$0.290
	(For pieces weighing more than 2 ounces)	0.244
	Each additional ounce or fraction	0.230
	Additional \$0.05 surcharge for nonstandard pieces weighing 1 ounce or less not mailed at card rates (C100.4).	
	Annual \$85.00 presort mailing fee (E110.4).	
<b>Addressing</b> (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i> <sup>SM</sup> , or the appropriate ancillary service endorsement under F010). Addresses matched using a CASS/MASS-certified process within 6 months before mailing.	
<b>Characteristics and Content</b> (C820)	<p>Maximum weight: 11 ounces.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> <li>■ Not less than 6 or more than 12 inches high.</li> <li>■ Not less than 5 inches long <i>if 6 to 7-1/2 inches high</i>; or not less than 6 inches long <i>if more than 7-1/2 inches high</i>.</li> <li>■ Not more than 15 inches long.</li> <li>■ Not less than 0.009 or more than 0.75 inch thick.</li> </ul> <p>All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>	
<b>Deposit</b> (D100)	Mailing entered at an acceptance point designated by USPS.	
<b>Mail Preparation and Sortation</b> (M820)	<p>Marking on each piece: "Presorted," "First-Class," and "AUTO." Pieces do not require an "AUTO" marking if they bear a ZIP+4 barcode or DPBC in the address block or on an insert visible through the window in the address block or lower right corner (M012).</p> <p>Documentation:</p> <ul style="list-style-type: none"> <li>■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable.</li> <li>■ Address and barcode accuracy: Form 3553 (A950).</li> <li>■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).</li> </ul> <p>Barcoded tray labels required (M032).</p> <p>See reverse for tray label Line 2 information.</p> <p>Flat trays capped and secured with two straps (M033).</p>	
<b>Postage and Payment Methods</b> (P100)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>	
<b>Special Services</b> (S900)	See Quick Service Guide 900.	

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

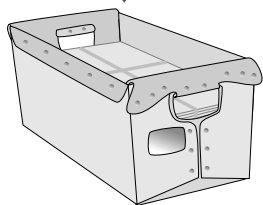
## Packaging and Traying Sequence

## 5-Digit (Required)

**Packages:** Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

**Labels:** Red Label D or optional endorsement line (OEL).

**Rate:** 3/5 Flats



PHILADELPHIA PA 19118  
FCM FLTS 5D BC  
TOPEKA KS

**Trays:** Full trays only for packages to same 5-digit ZIP Code; packaging always required; less-than-full trays not permitted.

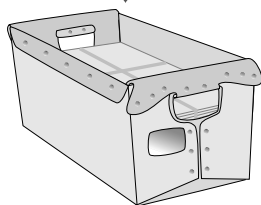
**Barcoded Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

## 3-Digit (Required)

**Packages:** Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

**Labels:** Green Label 3 or OEL.

**Rate:** 3/5 Flats



PHILADELPHIA PA 191  
FCM FLTS 3D BC  
TOPEKA KS

**Trays:** Full trays only for packages to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

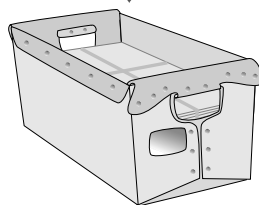
**Barcoded Labels:** For Line 1, use L002, Column A, for destination facility.

## ADC (Required)

**Packages:** Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

**Labels:** Pink Label A or OEL.

**Rate:** Basic Flats



ADC PHILADELPHIA PA 190  
FCM FLTS ADC BC  
TOPEKA KS

**Trays:** Full trays only for packages to same ADC (see L004); less-than-full trays not permitted.

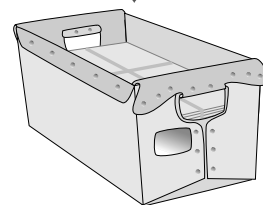
**Barcoded Labels:** For Line 1, use L004 for destination facility.

## Mixed ADC (Required)

**Packages:** Any remaining pieces must be packaged in mixed ADC packages.

**Labels:** Tan Label MXD or OEL.

**Rate:** Basic Flats



MXD TOPEKA KS 664  
FCM FLTS BC WKG  
TOPEKA KS

**Trays:** Any remaining packages placed in mixed ADC trays; only one less-than-full tray permitted.

**Barcoded Labels:** For Line 1, use "MXD" followed by city/state/ZIP of origin facility in L002, Column C.

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with cover secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray may not exceed 70 pounds.